

Kentucky Public Library Trustee Certification Program

Trustee Certification Committee members:

Jim Stoops, William B. Harlan Memorial Library trustee, committee chair

Buzz Carmichael, Lexington Public Library trustee

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Karen Kasacavage, Woodford County Public Library director

Jim McDuffee, Breathitt County Public Library trustee

Beth Milburn, KDLA Continuing Education Consultant

JC Morgan, Campbell County Public Library director

Wayne Onkst, State Librarian

Paul Poland, Scott County Public Library trustee, KLTRT chair

Lisa Rice, Warren County Public Library director

Lois Schultz, Kenton County Public Library former trustee

Sharon Shanks, Nelson County Public Library director

Kristi Tucker, Marshall County Public Library director

Mindy Woods, Carter County Public Library trustee, KLTRT secretary

April 11, 2011

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Kentucky Public Library Trustee Certification Program

The Kentucky Public Library Trustee Certification Program has been created to provide trustees with the tools that will enable them to fulfill their legal responsibilities to the library and their community. When a community member becomes a public library trustee, he/she must assume these general duties and responsibilities:

- Attend all board meetings; participate in discussion; and support board decisions.
- Advocate for the library in the community and advocate for the community as a member of the library board.
- Secure adequate funds for the library.
- Hire a qualified and competent library director and delegate all management responsibilities.
- Support the library director, but also demand accountability for a quality library.
- Plan for the future with a written strategic plan not to exceed three years' coverage and annual plans derived from the strategic plan.
- Monitor and evaluate:
 - the finances;
 - the director's performance;
 - the library's progress toward its goals; and
 - the board's performance.
- Establish policies for the library.
- Comply with federal, state, and local laws and regulations that pertain to public libraries.

The goals of the certification program are:

- to enable trustees to employ and supervise a qualified library director and evaluate their performance;
- to teach trustees the skills necessary for enabling the library board to function effectively;
- to teach trustees about library finances and how to advocate for the library's needs;
- to enable trustees to assess and adopt policies that will result in the effective operation of the library; and
- to teach trustees about the process of strategic planning and assessing their community's future needs.

Participation in the program is voluntary. There are two (2) ways to get started in the program.

Public library trustees whose appointment begins **on or after** July 1, 2011:

- Participate in an orientation program conducted by the library director and regional consultant.
- Apply for temporary certification once the orientation program is completed.

Public library trustees whose appointment began **before** July 1, 2011:

- Apply for temporary certification.

Temporary certification will be valid for two (2) years.

Once temporary certification is achieved, public library trustees may begin work toward the Kentucky Public Library Trustee Certificate.

- Trustees will need to complete a prescribed training program that will consist of one (1) contact hour of continuing education credit in each of the 5 Public Library Trustee Core Skills.
- One (1) contact hour is equal to 50-75 minutes of training.

Public Library Trustee Core Skills

Within each of the five core skills, there are specific topics that can be pursued.

Trustee Core Skill One: Library Trustee and Director Roles

Trustee Core Skill Two: Conducting a Library Board Meeting

Trustee Core Skill Three: Fiscal Responsibility

Trustee Core Skill Four: Governance of Kentucky Public Libraries

Trustee Core Skill Five: Strategic Planning and Library Advocacy

After the training is completed, the Kentucky Department for Libraries and Archives will issue a Kentucky Public Library Trustee Certificate. This certificate will be valid for four (4) years.

Public library trustees may renew their certification.

- The certificate may be renewed upon completion of eight (8) additional contact hours of continuing education credit in any of the Public Library Trustee Core Skills.
- The certificate is valid for four (4) years.

Training accepted for recertification includes, but is not limited to:

- face-to-face educational sessions provided at local library board meetings by an approved speaker;
- Regional workshops provided by the Regional Consultants or other libraries;
- a statewide library conference or pre-conference;
- a national library conference or pre-conference;
- online workshops or webinars produced for libraries; or
- video recordings produced for libraries.

Procedure for Certification

To participate in the Kentucky Public Library Trustee Certification Program, trustees must:

1. Mail a completed Certification Application form for temporary certification or certification renewal, and include a \$20.00 check with the form, made payable to “Kentucky State Treasurer.”
2. Submit Learning Activity Report forms immediately following all training activities.

Trustees will be notified when certification is close to expiring.

Mail Applications and Learning Activity Reports* to:

Continuing Education Consultant
Trustee Certification
Kentucky Department for Libraries and Archives
300 Coffee Tree Rd.

P.O. Box 537
Frankfort, Kentucky 40602-0537

*Learning Activity Reports may be sent by email or email attachment to KDLA.Certification@ky.gov.

Public Library Trustee Core Skills

Trustee Core Skill One: Library Trustee and Director Roles: Trustees shall be able to employ and supervise a qualified library director and periodically evaluate the director's competence.

Board/Director Roles

Hiring a New Director

Evaluating the Director

Conducting an Exit Interview with the Director

Dismissing the Director

HR Issues

Trustee Core Skill Two: Conducting a Library Board Meeting: Trustees will have the skills to enable the library board to function effectively through good board organization, good documentation and new trustee orientation.

Recruitment and Selection of Trustees

Orientation of New Trustees

Effective Documentation for Library Board Business

Bylaws

Library Board Meeting Minutes

Library Board Financial Reports

Effective Board Meetings

Trustee Core Skill Three: Fiscal Responsibility: Trustees shall be knowledgeable about the library's annual budget.

Development of Good Budget Support

The Library Board's Authority
Segregation of duties

Public Funds
Tax Rates
Audits

State Aid

Good Practices
Cash Management

Budget Issues for Trustees

Library Fundraising

Trustee Core Skill Four: Governance of Kentucky Public Libraries: Trustees shall be capable of assessing policies that will result in the effective operation of the library, in accordance with state and local laws and with full respect for the Library Bill of Rights.

Library Policy Management

Library Policy Areas from the Annual Report

Personnel Policies

Library Operation Policies

Board Policies

Trustee Core Skill Five: Strategic Planning and Library Advocacy: Trustees shall facilitate an ongoing process of strategic planning for the library and will determine their community's future needs for library facilities, collections and information access. Trustees shall be skilled in advocating for the library's needs with local government, community leadership and state government.

Introduction to Strategic Planning

The Internal Scan – Studying the Library

The External Scan – Studying the Community

Networking with the Community

Implementing Major Projects

Marketing to Local Government for Effective Support

Building a Relationship

Budget Advocacy

Advocacy